

**POLICY****EQUIPMENT ACCOUNTABILITY**

Employees of the Michigan Department of Health and Human Services (MDHHS) are responsible for the proper care and use of any equipment assigned to them, used by them, or under their direct or constructive care. Employees should recognize that all equipment assigned to them, used by them, or placed in their custody remains as property of the State of Michigan (SOM).

- Employees shall use equipment for official SOM work only.
- Employees are not to use state equipment for personal use. Do **not** stream music, or download videos, games, or any unauthorized applications.
- Employees must not abuse, negligently damage, or lose state equipment.
- Employees must not leave their equipment in vehicles or unattended areas.
- Enroll all SOM cellular devices in Mobile Device Management (MDM). Verify enrollment by locating the app MDM Intune on your cellular device.
- All SOM cellular devices must have **Find my iPhone** turned on at all times.
- Employees will be required to complete the following MDHHS forms for existing and newly issued equipment:
  - DHS-124, Mobile Device Usage Policy.
  - DHS-923, Chain of Custody.
  - DHS-924, Smartphone Equipment Signoff.

Examples of possible equipment assigned to MDHHS personnel include:

- Desktop, tablets or laptop computers.
- Printers.
- [External memory devices](#).
- Cell Phones and accessories.
- Mi-Fi.
- Other electronic devices.

**Note:** If equipment items are unaccounted for, lost, stolen, destroyed, or damaged by carelessness, irresponsibility, or negligence on the part of an employee, replacement or repair may be at the individual's expense.

The decision as to whether the employee will reimburse the state will be at the discretion of the director of the bureau of organizational services in consultation with the county/district manager.

**Note:** MSHHS privacy/security must approve external memory devices. A MDHHS 5440, Request to Use Portable Electronic Storage, may be required.

## PROCEDURE

1. A MDHHS supervisor must physically inspect and account for, any state equipment assigned to staff under their supervision. The supervisor will also conduct an audit annually.
2. Employees must immediately report any equipment items that are unaccounted for, lost, stolen, destroyed, or damaged to their supervisor. For lost or stolen iPhone the MDHHS supervisor will call the Department of Technology Management and Budget (DTMB) helpdesk and ask for the Smart Device Support Team who can assist with locating lost equipment. The Smart Device Support Team notifies onboarding of the incident.
  - Prior to the Bureau of IT Support Services, IT Asset Management, replacing any equipment, workers are required to complete and submit to [MDHHS-Onboarding@michigan.gov](mailto:MDHHS-Onboarding@michigan.gov) [DTMB-52, Lost or Stolen Equipment Report](#).
  - Online accident or incident report found on the [DHSNet/Human Resources/Links/Incident Report](#).
  - A copy of the signed [DHS-124, Mobile Device Usage Policy](#).
  - [DHS-733, Smart Device/Wireless Communication Request](#).
  - A copy of the police report (for stolen equipment). If an official report is not available, submit alternative documentation (for example a signed affidavit).

- A written explanation of the lost, damaged, stolen, or destroyed equipment. The supervisor will forward this statement along with their recommendation for the staff's financial responsibility of replacement costs to the supervisor of onboarding services at [onboardingunit@michigan.gov](mailto:onboardingunit@michigan.gov) within 48 hours of receipt of the report.
3. Contact the [MDHHSPrivacySecurity@michigan.gov](mailto:MDHHSPrivacySecurity@michigan.gov) email box to report the incident and receive further direction.

**Note:** Failure to report unaccounted for, lost, destroyed, stolen, or damaged equipment within the prescribed timeframes shall be cause for corrective action, up to and including dismissal.